ILP Completion Standards

The Kentucky Department of Education has defined grade by grade completion standards for students' Individual Learning Plans. ILP Completion Standards provide a number of advantages for both students and school staff.

Clearly define objectives and expectations for students

With ILP Completion Standards, students can view the requirements and track their progress towards meeting those specific objectives.
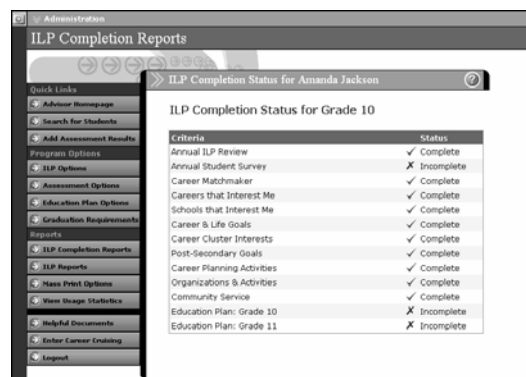
Completion Standards help to ensure that students keep their ILPs up to date. Each year students must review and revise the required sections of their ILP to achieve completion. Students are also asked to reflect upon the changes they have made.

Quickly and easily monitor individual student progress

Track students' completion status at a glance through the Student List.

View detailed individual completion reports to see which sections a student has or has not yet completed.

Identify students who are not meeting expectations to determine where help is needed.

Generate detail aggregate reports

Track overall student achievement through a variety of ILP Completion Standards Reports. Available aggregate reports include:

ILP Completion Status Snapshot – This report provides an overview of ILP completion at the school by grade.

ILP Completion Status by Student – This report is organized by student and shows you which components each student has completed. The ILP Completion Status by Student report can be exported in Excel or in text format.

Incomplete ILPs by Criteria – This report shows the number of students who have not completed each requirement. You can click on the number to see which students have not completed the selected component.

Complete ILPs by Criteria – This report shows the number of students who have completed each requirement. You can click on the number to see which students have completed the selected component.

View ILP Completion Standards – You can review the ILP Completion Standards at any time with this report option.

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The following chart illustrates which sections of the ILP students in each grade are required to complete. In addition, students will be required to indicate that they have reviewed and revised the required sections each year.

Completion Criteria	Grade Level						
Advisement Activities	6	7	8	9	10	11	12
Annual ILP Review	✓	✓	✓	✓	✓	✓	✓
Annual Student Survey	✓	✓	✓	✓	✓	✓	✓
Career Exploration & Assessments	6	7	8	9	10	11	12
Career Matchmaker	✓		✓		✓		
My Skills				✓		✓	
Careers that Interest Me	✓	✓	✓	✓	✓	✓	✓
Schools that Interest Me		✓	✓	✓	✓	✓	✓
Goals & Plans	6	7	8	9	10	11	12
Career & Life Goals			✓	✓	✓	✓	✓
Career Cluster Interests	✓	✓	✓	✓	✓	✓	✓
Post-Secondary Goals			✓	✓	✓	✓	✓
Career Planning Activities			✓	✓	✓	✓	✓
Activities, Experiences & Awards	6	7	8	9	10	11	12
Organizations & Activities		✓	✓	✓	✓	✓	✓
Community Service			✓	✓	✓	✓	✓
Education Plan	6	7	8	9	10	11	12
Education Plan – Grade 9			✓	✓			
Education Plan – Grade 10				✓	✓		
Education Plan – Grade 11					✓	✓	
Education Plan – Grade 12						✓	✓

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